

SECRET

D/OTE
Chrono

OTE 85-1517

27 December 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Stanley M. Moskowitz
Director of Training and Education

SUBJECT: OTE FY 1986 Unfunded Requirements [REDACTED]

REFERENCE: DDA 85-4225, dtd 13 December 1985, FY 1986 Unfunded
Requirements/Anticipated Budget Cuts [REDACTED]

1. In the past few years, OTE has developed several new training programs which met recognized voids in this Agency. These new programs included the Personal Security Course, the Executive Development Program, the Secretarial Program, the Analyst Training Program, and the DS&T Training Program. Funding for these new programs has been covered to the extent possible within OTE by reprogramming out of other areas. Significant resources, both personnel and funds have come as transfers from the DI and the DS&T. The DI is funding three independent contractors and has sent five officers on rotational assignments during FY 1986. The DS&T is transferring approximately [REDACTED] is paying for three independent contractors and three annuitants, and has assigned three rotational employees in FY 1986. The DA funded the Executive Development and the Secretarial Training Programs during FY 1985. [REDACTED]

2. OTE has identified resources within its FY 1986 base [REDACTED] which will be reprogrammed to fund the Washington Operations Training Division (the new group which conducts the Personal Security Course), the Center for the Study of Intelligence, and expanded external training for OTE personnel (per the 1985 Inspection Report). [REDACTED]

3. The remaining significant FY 1986 hard unfunded items are \$275,000 for the Executive Development Program, \$350,000 for the Secretarial Training Program, [REDACTED] for the Soviet Realities Institute, [REDACTED] for phase II A of [REDACTED] for the renovation and furnishing of the first floor of Chamber of Commerce Building, and [REDACTED] for student travel associated with operations [REDACTED]

SECRET

SUBJECT: OTE FY 1986 Unfunded Requirements [REDACTED]

STAT

25X1 training. The amounts requested are the minimum required to keep these ongoing programs functioning at current levels. New initiatives will be submitted as part of OTE's FY 1988 Program Plan for both the Secretarial Training Program and the Executive Development Program, however as OTE is not able to fund them currently, I am requesting your assistance to permit their continuation. [REDACTED]

25X1 4. In the referenced memo, you also requested that I identify \$1,773,000 of the OTE nonpersonal services funds to be frozen until such time as they may be needed to meet Directorate "hard" unfunded requirements and/or potential budget cuts. Because of the existing shortage of funds in the majority of our training programs, none of the funds designated for conducting training could be considered for such a freeze without seriously jeopardizing our direct mission. Consequently I have frozen the purchase of [REDACTED] and [REDACTED] Revitalization New Initiative. The potential loss of the new plane, while not having a direct impact on training, will mean at least another five year delay in replacing [REDACTED]

25X1 [REDACTED]

25X1 [REDACTED]

25X1 [REDACTED]

25X1 [REDACTED]

DISTRIBUTION:

Orig - Addressee
1 - PG Subject File--Budget Misc.
1 - PG Chrono
1 - D/OTE Chrono
1 - C/OTE/B&F
1 - C/OTE/AD
1 - ADC/OTE
1 - OTE Registry

Page Denied

SECRET

Justification of unfunded requirements:

Category I:

OTE does not have positions for the Personal Security Training Program. In view of the criticality of this program, the DDA last year authorized OTE to proceed with the undertaking and promised that 5 positions would become available. A total of the ten positions are needed to run this program in FY 1987, if we are to meet the goal of giving the training to all Agency officers and spouses going overseas. Without the additional positions, less than [] of the Agency's employees who travel overseas each year will be able to attend the Personal Security Course. []

The positions for the Planning, Evaluation, and Development Staff are the result of an Inspector General recommendation in the recent Inspection Report on Training. []

The Executive Development Program was begun in FY 1985 and was funded by the DDA. It established a core course and a series of electives for all new SIS officers. Without the Executive Development Program, the Agency would not have a training program specifically designed to meet the needs of its senior officers. This is an ongoing program which must be terminated immediately if funding is not received from the DDA. A new initiative will again be submitted in the FY 1988 program to cover these costs. []

The Secretarial Training Program was begun in FY 1985 and fills a void in the Agency's training program. Funding was received from the DDA in FY 1985 to begin the program. The funds requested in FY 1986 permit the continuation of this ongoing program. The positions are required to conduct the training. If this unfunded requirement is not met, the program must be canceled immediately and there would be virtually no training conducted for the secretarial/clerical employees of this Agency. A new initiative will again be submitted in the FY 1988 program. []

The Soviet Realities Institute was established at the recommendation of the President's Foreign Intelligence Advisory Board and was agreed to by the DCI. It is designed to improve our overall understanding of the Soviet Union. Funding must be received before the first offering under this new program which is scheduled for February 1986. The positions requested would provide administrative and staff support to the programs which will be primarily conducted utilizing independent contractors. []

SECRET

SECRET

Category II:

25X1 The requirement for travel funds is to meet an identified shortfall resulting from the expansion of the operations training at the [] If funding is not received, student trips which are an integral part of the operations training courses will have to be canceled. Funding will be needed by the fourth quarter of the fiscal year to permit the continuation of the trips. []

25X1

25X1 Obligations to take over the first floor of Chamber of Commerce Building have already been made by the Agency. Current tenants have been given notice to vacate. The funding will permit the utilization of the space by reconfiguring it into classrooms, and purchasing furniture and equipment. The funding must be received by the end of February in order to order furniture and equipment and proceed with the renovations of the space which is currently being vacated. []

SECRET